

CLUB TEMPLATE

Role Description: DBS Verifier

The DBS Verifier is responsible for verifying the identity of all DBS applicants.

DBS checks cannot be completed without a Verifier. The role of the DBS is to support safer recruitment decisions and prevent unsuitable people from working/volunteering with vulnerable groups, including children.

The DBS Verifier should be appointed by the club committee and be registered with England Athletics by the Club Secretary.

Typical responsibilities:

- To physically verify the persons identification
- Confirm verification online
- To work with the clubs welfare officer to ensure the club is up to date with UKA/EA and DBS / government guidance around DBS and to ensure all relevant individuals hold valid DBS checks
- Arranging handover or succession planning for the position.

This is an example template – please adapt this template to suit your club's needs.